

## Trust Annual Questionnaire – 2020

Please ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:	
Balance Date	31 March 2020	Email:	

To: Neogen Chartered Accountants Ltd

I instruct you to prepare my financial statements on a compilation basis for the 2020 financial year.

I undertake to supply all records and information necessary to carry out this work and will be responsible for the accuracy and completeness of the records and information provided. I also accept responsibility for any failure by me to supply all relevant records and information and I understand that you will rely upon the information and records provided by me.

I also instruct you to prepare my taxation returns for the 2020 year. I undertake to supply all information necessary to perform this work and will be responsible for the accuracy and completeness of such information.

I understand that the financial statements and taxation returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. I understand you will not accept any responsibility to any person, other than me for the contents of the financial statements.

I understand that all the other terms and conditions of the work to be performed are the same as those referred to in the terms of engagement letter that has been sent to me.

You are authorised to communicate with my bankers, solicitors, finance companies and all Government agencies to obtain such information as you require in order to complete the above assignments.

I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

If sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging that you accept the above terms and conditions of the engagement.

**Inland Revenue only refunds the tax credit by direct credit. Would you please advise the bank account number you would like any refunds deposited in to:**

**Account number:** \_\_\_\_\_

Records and Information Required	Enclosed	N/A
<b>1. Trustees / Settlor</b>		
• Please advise any changes in address and other circumstances	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Gifting Programme</b>		
• Please advise the date of gifts made to your trust during the financial year	<input type="checkbox"/>	<input type="checkbox"/>
• Please attach details of the gifting documentation from your solicitor	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Minutes / Resolutions / Memorandum of Wishes</b>		
• Copies of any minutes, resolutions, or Memorandum of Wishes	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Beneficiaries</b>		
• Where expenses have been paid on behalf of a beneficiary please indicate which beneficiary the expense relates to.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. New Zealand Investments</b>		
• Copies of certificates for interest and dividends	<input type="checkbox"/>	<input type="checkbox"/>
• Details of any sales, purchases and gifts of shares or other investments including property	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Overseas Investments</b>		
• If the trust received overseas interest or dividend please provide interest / dividend certificate	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Business Operating</b>		
• If the trust is a trading trust and operating a business, please also complete <u>Annual Questionnaire – Business</u> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Rental Income (including oversease rental or Mixed Use Holiday Home)</b>		
• If the trust is operating rental properties, please also complete <u>Annual Questionnaire – Rental</u> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Other Income</b>		
• Please provide details of any other income	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Major Transactions</b>		
• Please provide a list of any other major transactions that have occurred during the financial year that affect the Trust.	<input type="checkbox"/>	<input type="checkbox"/>